

TABE Online Quick Guide Instructions (oas.ctb.com)

To Add a New Student

- Click the **"Groups"** tab then **Manage Students** then **"Student List"**.
- Choose your site name from the Group Selector List
- Click the (+) at the bottom of the screen, and type the student's first and last name.
- Select DOB, gender, adult or juvenile, and test center.
- Click **"Specific Accommodations/Student Tools"** and select any that may be required per IEP
- **SAVE**.

To Create a Test Session

- Go to the **ASSESSMENTS** tab and click **"MANAGE SESSIONS"**.
- Click on the **"ASSESSMENTS TAB"**
- Click on **"Manage sessions"**
- Click the (+) sign at the bottom of the screen
- **"Select test"** (Choose Survey 9 or 10 or which one you want)
- Highlight the test name from the list
- **"Modify test"** (Move subtests that you don't want to the left side of the screen)
- Click **"Test Details"**
- Name your test session
- Change end date
- Extend **"Time Window"** to end two hours after you expect testing to conclude
- **"Add proctor"** then save

Add student to test session

- Highlight the appropriate test session from the home screen and click **"Register"** (top right corner).
- Go to **Group Selector** and select your site
- Use the magnifying glass at the bottom of the screen (if needed) and search for student.
- Highlight the student's name, click **"Next"** then choose **"No."**
- Modify test if needed then click **"Ok."**
- You may choose to print tickets or click **"Done"**.

Print Test Tickets

- Highlight the appropriate test session.
- Click the **"Print Test Tickets"** tab.
- Click **"Yes"** or **"No"** for *"Do you want to print the Test Access Code on your Individual or Multiple Test Ticket?"*
- Click **"Individual Test Tickets"**
- Find your student's ticket
- **Print the test ticket**

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Generate a Student Report

- Click on the test session for which you want a report
- Click the **“Student Report”** tab near the top of the page
- Select the student’s name from the drop down menu on the right side of the screen
- Click **“Submit”**
- **Print** the “Individual Profile (Student report)”

Generating a Report when Test Date or Name of Test Session is Unknown

- Click the **“Reports”** tab at on the home page
- Click **“Individual Portfolio Report”**
- **[Optional]** Select a test name (“All Tests” or TABE 9 Online Survey)
- **[Optional]** Select approximate date that the student took the test
- Click on the student’s name from the drop down list
- Click **“Submit”**
- Click the small **magnifying glass** above the Student Result page to reveal the complete report
- Print the report